Tee Times Lottery

2017 - Fall Edition

User Guide - Table of Contents

Overview

Learn how members will request time slots at a **Lottery** event and how to manage Lotteries within the Tee Times Admin Dashboard.

Use Case(s)

- **As an Admin, I would like to be able to add Lotteries to the Tee Sheet.**

Member View: Lottery

To begin, start on the **Member Tee Sheet.**

Lottery spots will be listed on the Member Tee Sheet as follows.

Make a Lottery Request

Click on any **Lottery button** at a desired time to begin making a Lottery request.

This will launch the booking window, which will have different options that what is normally shown in the booking window.
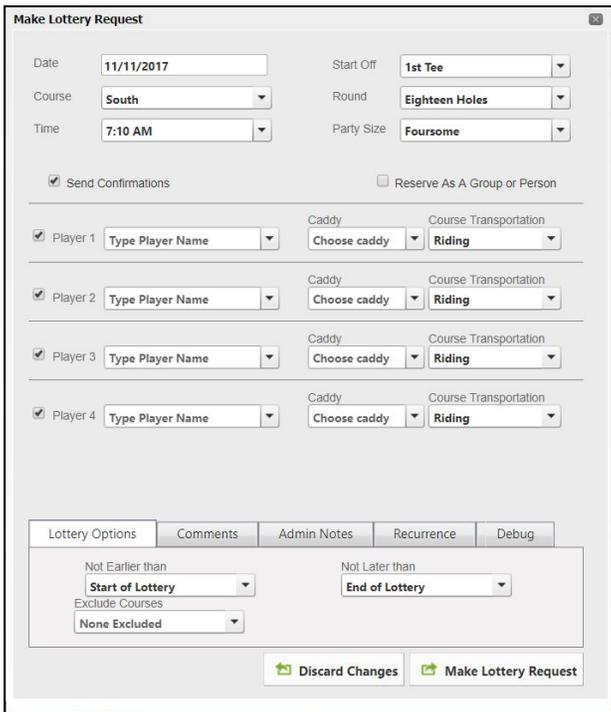

Members will fill out the reservation window as normal for players, caddies, and transportation.

At the bottom of the booking window, members will have an additional option to add **Lottery Options.**
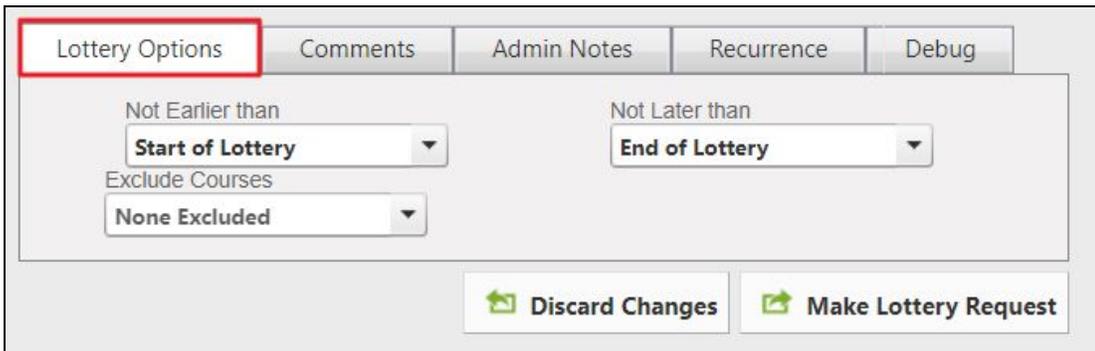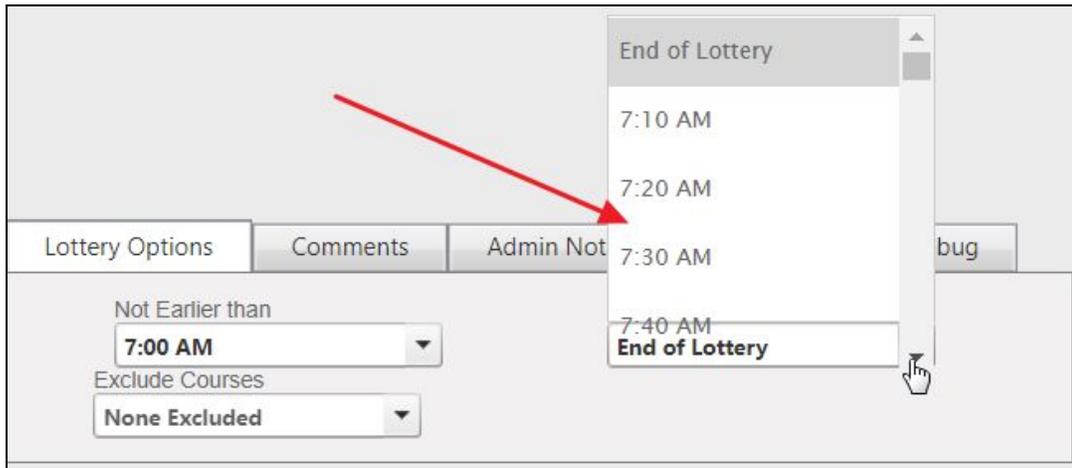
Lottery Options allow members to choose a time range in which they want to be considered for the lottery.

By using the **Not Earlier Than** dropdown, members can specify the earliest they would like to be considered.
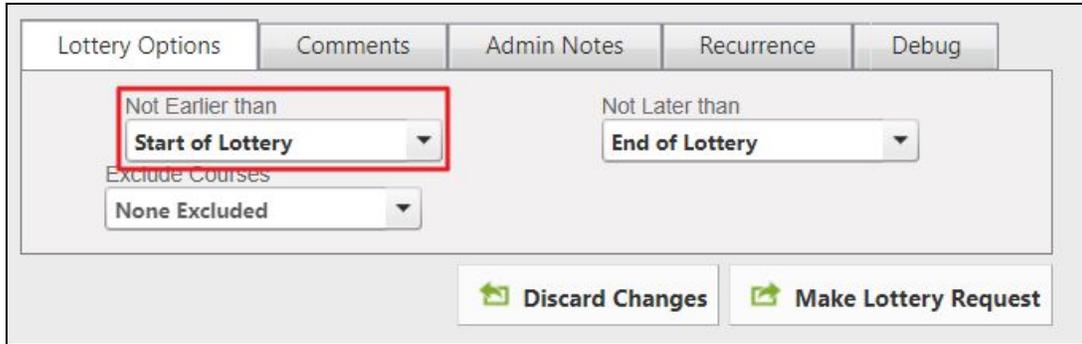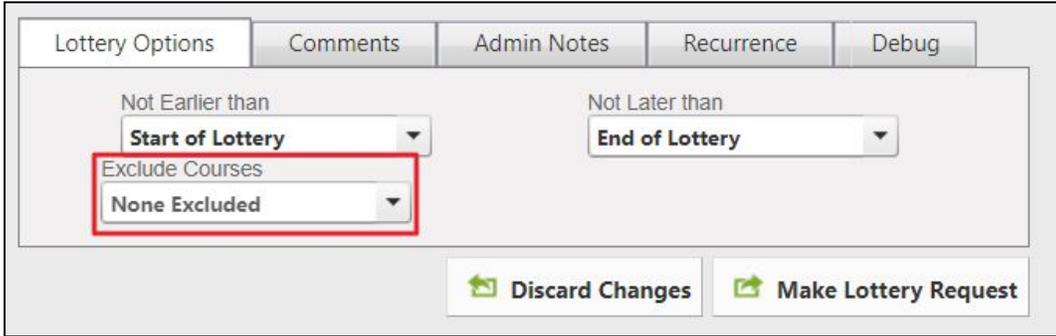

By using the **Not Later Than** dropdown, members can specify the latest they would like to be considered.

By using the **Excluded Courses** dropdown, members can specify the courses they do not want to be considered for.

It is important to let members know that the further they specify when and what course they would like to be considered for, the less likely they will be participating in the Lottery that day.

Members will **click Make Lottery Request** to confirm.
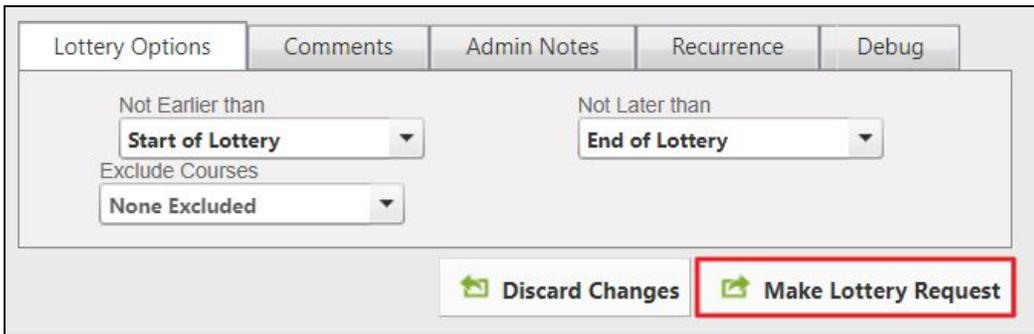
Managing the Lottery (Admin)

To manage the Lottery as an Admin, access the Tee Times Admin Dashboard.
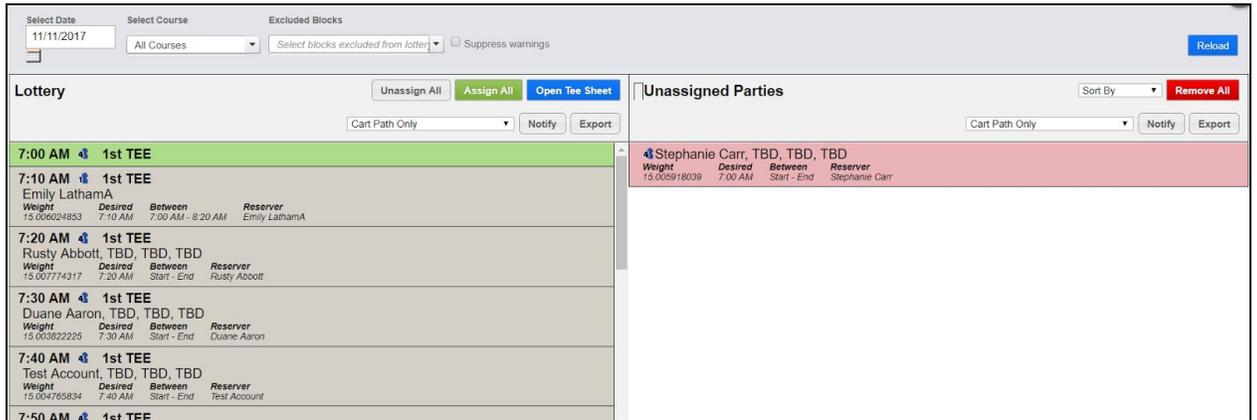
Hover over **Administration** and **click** on **Lottery Manager.**

Using the **datepicker**, click the date of the Lottery to load to the Manager Screen.

The Lottery Manager will automatically run the lottery and apply weighting rules to each request.

In order to run the manager again, **click** the **Reload** button.

You do have the ability to manually move requests between specific times or between the assigned and unassigned queues.

To move a request, simply **drag** the request to a new time slot or to the opposing queue.

You may also swap groups by moving one reservation to another spot which will offer the option to **squeeze** the reservation or **bump** the reservation.

Once you are ready to run the Lottery, **click Assign All**. This will also send out confirmation emails to the parties.
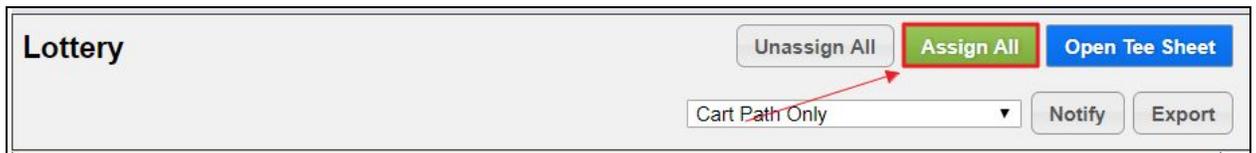
Click OK on the warning message to proceed.
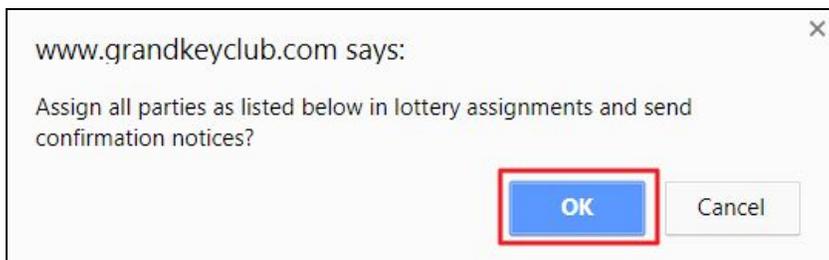
The system will then process and you'll receive a message asking if you would like to open the tee sheet, which will allow any open spots not reserved in the Lottery to be moved to open booking for members.